

Family Advisory Committee Terms of Reference

Role

The Family Advisory Committee (FAC), advocates for client and family-centred care (CFCC) at Holland Bloorview Kids Rehabilitation Hospital and acts as a resource to staff in all aspects of service pertaining to client and family-centred care. Client and family-centred care is an approach to children's health care, which respects the central role of the family in a child's life and, therefore, upholds the importance of the family as a partner on the health care team.

Purpose

The Family Advisory Committee advises and makes recommendations to the Board of Trustees, the CEO and President and Holland Bloorview staff in order to promote the highest quality care and supports in programs and services for young people and their families.

The Family Advisory Committee will promote the principles of CFCC that are respect, information sharing, collaboration and participation.

Responsibilities and Opportunities

- To assist in identifying the needs and priorities of clients and families through teamwork with staff
- To promote opportunities for communication and collaboration among clients, families, and staff at Holland Bloorview Kids Rehabilitation Hospital and community partners
- To facilitate the development and enhancement of access to information, support, and educational resources which help clients and their families become better advocates
- To advise and share information on CFCC practices as they relate to Holland Bloorview programs and services
- To bring the family voice through active membership on various Holland Bloorview committees.
- To promote Holland Bloorview's CFCC initiatives with community partners

Accountability/Reporting Relationships:

- The Family Advisory Committee has a direct communication relationship with the President and CEO and the Vice President of Programs and Services.
- The FAC staff liaison, as the resource support for the Committee, works with the advisory, the senior management and the program and services staff to identify and coordinate topics of interest and focus.

Membership:

The Family Advisory Committee is comprised of family members and staff of Holland Bloorview Kids Rehabilitation Hospital.

Qualifications

- Family member of a Holland Bloorview client (current or past) or former Holland Bloorview client
- Respects diversity and differing opinions
- Works collaboratively with staff and other families/clients
- Remains open-minded and maintains a non-judgmental attitude
- Active listener
- Maintains a sense of humour, a sense of vision, and a positive attitude!
- Has the ability to maintain respect for privacy and confidentiality
- Is available to represent families as a well informed participant whenever issues concerning families of children with disabilities are being discussed

Key Requirements

- Attend a screening interview
- Undergo a police reference check (including a vulnerable sector check)
- Sign a confidentiality agreement and volunteer contract
- Attend a Family Leadership Program Information Session
- Complete Family Leadership Program training
- Wear a volunteer identification badge visibly
- Sign in and out at the volunteer sign in station
- Report in and out with the staff designate when volunteering

- **Voting Members of the Family Advisory Committee:**

1. shall consist of a core group of **Voting Members** with the minimum of
 - 12 parent/family representatives whose children are receiving or have received services at Holland Bloorview
 - 1 representative appointed by the Youth Advisory Council
 - 1 member representing youth/ adults with disabilities who is a former client of Holland Bloorview, recruited by the FAC staff liaison, in collaboration with staff and members of the Family Advisory Committee
 - Senior Management Representative
 - The FAC staff liaison
 - 1 Representative from Communications and Public Affairs
2. shall attend all meetings as best as can be expected
 - a Voting Member is expected to attend a minimum of 6 meetings

through the course of the meeting year, September to June

- any voting member absent from 4 meetings without notice will no longer qualify as a voting member
- 3. shall be one member of a family, except where that family member is the Youth Advisory Council representative or a member at large
- 4. shall vote on matters concerning FAC Terms of Reference and other business requiring a vote
- 5. shall elect one co-chair at the May meeting
- 6. shall elect one vice-chair at the May meeting
- 7. shall elect one secretary at the May meeting
- **Staff Members participating on the Family Advisory include:**
 1. A Senior Management Representative Consisting of either the President /CEO, Vice President, Programs and Services and/or delegate
 2. The Family Advisory Committee staff liaison providing resource support
 3. A representative from the Board of Trustees
 4. A representative from Communications and Public Affairs
 5. other staff may be invited to meetings by this committee, from time to time, who would be considered essential in assisting the FAC to achieve it's goals and accomplish current projects
- **Guests**
 1. Are welcome to attend meetings, and provide input.
 2. shall notify the FAC staff liaison, in consultation with/at the discretion of the FAC co-chairs, of their wish to attend a particular meeting a week in advance

Term of Office:

Members are appointed for, but not limited to, one year (September 1 to August 31)

Meetings

The Family Advisory Committee will meet at least 10 times a year.
Meetings can also be called at the discretion of the co-chairs
All meetings will be publicized internally and on the website

**Officers:
Co-chairs**

The Family Advisory Committee will elect one (1) co-chair for a two-year term every year at the May meeting, maximum two (2) terms.

Qualifications for co-chairs:

- Must serve a minimum of one year on the Family Advisory Committee
- Shall be actively involved and participated in subcommittees
- Should demonstrate an understanding of the roles and responsibilities of the FAC
- Must possess the ability to work constructively with senior management, staff and members of the FAC

The co-chairs shall:

- Call and chair meetings
- Develop the meeting agenda with vice-chair and FAC staff liaison
- Review and revise meeting minutes
- Communicate with FAC members
- Confer with CEO and senior management on matters related to FAC work
- Write an annual report summarizing the FAC's activities and achievements during the year
- Represent and speak on behalf of the FAC at special events and functions related to Holland Bloorview's work

Vice Chair

The Family Advisory Committee will elect one (1) Vice chair for a one-year term for the purpose of training for a co-chair position

The vice chair shall:

- Assist the co-chairs in their duties
- Execute the duties of the co-chair where needed
- Assist in planning discussions with the co-chairs and the FAC liaison

Past Chair

- Provides continuity and support to the new Chair and committee during transition of committee leadership
- Briefs new Chair on position responsibilities and key information
- Provides advice, support and information through out the year as needed to the new Chair and committee

Qualifications: Served as committee Chair immediately preceding a new Chair

Secretary

- A volunteer position for a period of one year
- Shall be responsible for taking and distributing the minutes of the meetings

Quorum

Decisions made by the Family Advisory Committee will be derived by consensus of the group. Where there is no consensus, a simple majority will be accepted.

A minimum of fifty percent of the voting members must be present for a vote to be taken.

Voting

A quorum is required for a vote to take place.

Voting can be taken by a show of hands.

The voting group can request a secret ballot.

Minutes

Minutes shall be circulated within two weeks of each meeting via e-mail.

Copies of minutes shall be distributed to:

All members of the Family Advisory Committee

President and C.E.O.

Vice President of Program and Services

Chair of the Board of Trustees

Staff liaison of the Holland Bloorview Kids Rehabilitation Hospital Youth Advisory Council

Other interested individuals based on request

Records Retention

The Family Advisory Committee's records are subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA) and are governed by Holland Bloorview Kids Rehabilitation Hospital's Records Retention Policy.

Review

The Terms of Reference will be reviewed annually by August 31.